



# Appointment Reporting Online Instructions

1. Sign in to your account, using the username and password provided to you in your reminder email.
2. Go to the Appointment Reporting area of our website by:
  - a. On the home screen, click “Online Services”
  - b. Under the “Other Programs” section click “Appointment Reporting”
3. Under the Browse section towards the bottom of the screen, click on the “Appointment Reporting Online – Counties and Municipalities” box.



4. You will then be asked to verify your contact information:
  - a. If correct, click the “Next” button and move on to step 5
  - b. If changes are needed, click the “Edit Information” button. When you are finished, click “Update”, then click the “Next” button

5. You will then see a page like the one listed below:

The screenshot shows the top navigation bar of the Secretary of State's website, featuring the state seal and the name Elaine F. Marshall. The main navigation includes links for Home, I Want To..., Divisions, Topics, and Online Services. The breadcrumb trail indicates the current page is 'County and Municipality Appointments'. The page title is 'County and Municipality Appointments' in a large, bold font. Below the title is a subtitle: 'Please record information for appointments made/announced between July 1, 2018 and June 30, 2019.' There are two dropdown menus: the first is labeled 'Appointing Authority' and has 'Black Creek Mayor' selected; the second is labeled 'Were there any appointments this fiscal year? \*' and is currently empty. At the bottom of the page, there is a feedback link: 'How can we make this page better for you?' and a circular icon with a 'T' inside.

- a. From the first drop down menu, select the appointing authority you wish to report for, if you are responsible for more than one.
- b. From the second drop down menu please select if there were any appointments this fiscal year:
  - i. If yes, continue to step 6
  - ii. If no, skip to step 9

6. Click the add Appointment Button (**note you can add multiple appointments before you submit**)

 Secretary of State  
Elaine F. Marshall

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## Appointments

*Please record information for appointments made/announced between July 1, 2018 and June 30, 2019.*

Appointing Authority

Black Creek Mayor

Were there any appointments this fiscal year? \*

Yes

Board/Committee Name	Total # of Board Members	Total # Allocated for Appointment by County or Municipality	Women Appointed	Men Appointed
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**Add Appointment** →

**Submit**

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7. From here, select the board/committee name use the 1<sup>st</sup> drop down menu, then add the appropriate information to the corresponding box. When finished click “Update Appointment”

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Home I Want To... Divisions Topics Online Services

## Appointments

Please record information for appointments made/announced between July 1, 2018 and June 30, 2019.

Board/Committee Name \*

Adult Care Home Community Advisory Committee

Total # of Board Members \*

2

Total # Allocated for Appointment by County or Municipality \*

2

Women Appointed \*

1

Men Appointed \*

1

Cancel Appointment Update Appointment

8. Repeat steps 6 and 7 until you have added all of the appointments for your appointing authority, then continue to step 9.

## 9. Click the Submit Button

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# Appointments

Please record information for appointments made/announced between July 1, 2018 and June 30, 2019.

Appointing Authority

Black Creek Mayor

Were there any appointments this fiscal year? \*

Yes

Board/Committee Name	Total # of Board Members	Total # Allocated for Appointment by County or Municipality	Women Appointed	Men Appointed	
Adult Care Home Community Advisory Committee	2	2	1	1	<a href="#">Edit</a> <a href="#">Delete Row</a>

[Add Appointment](#) →

[Submit](#)

10. You should now see a screen that has “Appointments Successfully Filed” on it. You have now finished filing.

a. A pdf version of your filing will then be available to download on the website

b. A confirmation email will be sent to you with a copy of a pdf version of your filing as well.

The screenshot displays the website of the Secretary of State, Blaine F. Marshall. The navigation bar includes links for Home, I Want To..., Divisions, Topics, and Online Services. The main heading is "County and Municipality Appointments". Below this, it states "Appointments Successfully Filed" and "Preview Filing". A preview window shows a form titled "North Carolina Department of the Secretary of State Appointment Reporting 2018 - 2019 County & Municipality Appointments Form". The form includes instructions and fields for "A. Appointing Authority", "B. Contact Name", "E-mail", "Telephone", "Facsimile", and "Address".

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Blaine F. Marshall

Home I Want To... Divisions Topics Online Services

## County and Municipality Appointments

Appointments Successfully Filed

### Preview Filing

Appointment\_44572651\_a04b42cb5d9447d8a890... 1 / 4

N.C.G.S. 143-157.1 SOS revised 6/2018

North Carolina Department of the Secretary of State  
Appointment Reporting 2018 - 2019 County & Municipality Appointments Form

Please record information for appointments made/announced between July 1, 2018 and June 30, 2019, for the boards listed. Boards that do not receive appointments during this time frame or are not applicable to your county or municipality should be left blank. Please use one form per Appointment Authority (i.e. a Mayor's appointments would be on a separate form from a City Council's appointments). Please email the completed form by September 1, 2019, to [appoint@sosnc.gov](mailto:appoint@sosnc.gov) or fax to (919) 807-2010.

A. Appointing Authority

B. Contact Name

E-mail

Telephone  Facsimile

Address

## Extra Information

- ✓ If you forget to add a board before submitting, you can always go back following the same steps above to add another appointment.
- ✓ Should you make a mistake while filing, you can delete or edit the appointment by clicking on the appropriate button on the right side of the chart.
- ✓ For additional information, please contact us at [appoint@sosnc.gov](mailto:appoint@sosnc.gov)



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## Appointments

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Black Creek Mayor

Were there any appointments this fiscal year? \*  
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[Add Appointment](#) →

[Submit](#)